

# Reminder: Hospitality Staff Development Course

Dear [Staff Member's Name],

This is a friendly reminder regarding the upcoming Hospitality Staff Development Course scheduled for [Date] at [Location]. The course will begin at [Time] and is expected to last until [End Time].

As a valued member of our team, your participation is essential to enhance your skills and knowledge in our hospitality operations.

Please ensure you arrive on time and come prepared with any necessary materials. Should you have any questions, feel free to reach out to [Contact Person] at [Contact Information].

We look forward to seeing you there!

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]